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ASD NEWS & VIEW

Information Services Division

A Newsletter Dedicated To Information Technology In The State Of Montana

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STATE DOCUMENTS COLLECTION

JUN 19 1995



Getting it Printed and Executive Reorganization

The recent legislative session approved many of the reorganization proposals as recommended by the Governor's Task Force to renew government as requested by the Governor. In some instances the reorganization may involve moving a program from one department to another. In other instances the reorganization may be more extensive and impact multiple agencies.

While agency plans are being formulated to implement the changes, a transition period is inevitable in addressing the affected agency's printing needs. Hopefully, the transition will be smooth and above all avoid

"Publications and Graphics Bureau has received numerous requests from the affected agencies to revise letterhead to reflect department name changes. This is often the first step in printing revisions required as a result of reorganization. But the ultimate changes are often going to be more extensive than simply changing a name on a letterhead."

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confusing the public or the agency's clients.

Publications and Graphics Bureau has received numerous requests from the affected agencies to revise letterhead to reflect department name changes. This is often the first step in printing revisions required as a result of reorganization. But the ultimate changes are often going to be more extensive than simply changing a name on a letterhead. What about street addresses, mailing addresses, phone numbers, zip codes and agency code numbers? And what about the changes required to envelopes, pamphlets, forms, warrants and accounting documents?

These changes are going to be more involved and will develop as reorganization progresses. As the affected agencies respond to these changes, here are some helpful hints to keep in mind.

Department Names

Many of the reorganized departments will have new names to reflect their new role in state government. As intra agency reorganization progresses, will your division, bureau or program name also change? If so, you may want to consider using a generic letterhead that only identifies your department name until all the name changes are finalized.

Office Location

Some of the reorganization plans have already finalized plans for relocating offices to new locations.

If you're affected by this change, be sure to include accurate location information so the public can find you if a personal visit is necessary.

The best option is to provide a street address if available. Identifying a historic landmark, such as Capitol Building is also acceptable. Avoid using building names that are not readily recognized or district names that only the locals can identify.

Try to avoid frustrating the public should a personal visit be required. Delivery services may delay delivery or add service fees if they can't easily locate you.

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Mailing Addresses and Zip Codes

For affected agencies in the Capitol Complex that receive their incoming mail through Central Mail, your mailing address and zip code may change as a result of reorganization. Remember, the mailing address designation of "Capitol Station" is no longer valid. With the implementation of nine-digit zip codes and automated mail processing, unique P.O. Box numbers have been assigned to agencies that correspond to unique 9-digit zip codes. Agencies should contact Central Mail directly regarding their 59620-xxxx zip code designation.

Phone Numbers

As agencies are consolidated your phone number may change. Be sure to add your 406 area code which is now required on intrastate long distance calls.

Agency Code Numbers

Many agencies use preprinted forms with their agency code numbers included. These items may include purchase orders, requisitions and accounting forms. Make sure that these changes are included in your revisions. And don't forget to change your mail codes on your envelopes.

Forms Management

If your agency hasn't implemented a program for forms management, now may be a good time to start one. At a minimum, this should include a system of identifying your forms with a forms number and revision date. A form number that identifies the department, program, sequence and revision date is the easiest to use. For example, Form No. ADM-P&G-105-revised 6/94. Acronyms or abbreviations are acceptable, but make sure they are unique. And avoid duplication of numbers which may already be in use.

Can My Current Inventory Be Imprinted to Reflect the Changes?

Probably not, but we actually need a sample to make this determination. You may want to consider using rubber stamps, labels or correction sheets.

Will My Printing Be Delivered in Time?

That all depends on how much lead time you allow and how complex your printing needs are. Many of the simpler printing projects are completed in-house at Publications and Graphics Bureau. We procure the more complicated jobs from the

Calendar of Events

June 2:

Montana Oracle/PowerBuilder User Group (MOPUG) meeting, 9:00-12:00, Helena College of Technology Room 210.

June 7:

Information Technology Managers Group (ITMG) meeting, 8:30-10:30, DNRC Room 111.

July 4:

Independence Day Holiday.

July 5:

Information Technology Managers Group (ITMG) meeting, time and place to be announced, (tentative).

July 7:

Montana Oracle/PowerBuilder User Group (MOPUG) meeting, 9:00-12:00, Helena College of Technology Room 210.

July 11:

Information Technology Advisory Council (ITAC) meeting, 8:30-12:00, DNRC Room 111 (tentative).

commercial sector. Here are some general time frames to keep in mind.

Single-Color Letterhead . . .	1-2 Weeks
2-Color Letterhead	2-3 Weeks
Standard Envelopes	3-4 Weeks
Special Window Envelopes . .	4-6 Weeks
Continuous Forms	4 Weeks
MICR Forms	8-10 Weeks
Data Mailers	8-10 Weeks
Decals	4-6 Weeks

These are just a few of the things to keep in mind. If you require additional information or need special assistance, feel free to give us a call at 444-3053 and we'll see what we can do to help you through the transition.



MCA Booklets Available in October

The Legislative Council is in the process of updating the Montana Code Annotated (MCA) and preparing it for publication. The Council offers for sale a number of booklets containing individual titles of the MCA. The booklets published are:

- Title 15 - Taxation
- Title 30, ch. 10 - Securities Regulation
- Titles 31/32 - Credit Transactions

& Relationships/Financial Institutions

- Title 33 - Insurance & Insurance Companies
- Title 35 - Corporations, Partnerships, & Associations
- Title 39 - Labor
- Titles 40/41 - Family Law/Minors
- Titles 44/45/46 - Law Enforcement/Crimes/Criminal Procedure
- Title 49 - Human Rights
- Title 53 - Social Service & Institutions
- Title 61 - Motor Vehicles
- Title 70, ch. 23-27 - Landlord & Tenant Laws
- Title 72 - Estates, Trusts, & Fiduciary Relationships
- Title 81 - Livestock
- Title 85 - Water Use

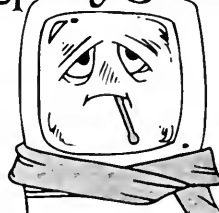
The cost of the booklets is \$12.50, except for the Title 30, ch. 10; Title 49; and Title 70, ch. 23-27 booklets, which are \$9.00 each.

The booklets should be ready for distribution in October. In the past, a number of state agencies have ordered various booklets from the Council. In order to ensure availability, the Council requests that if your agency is planning to order a significant number (15 or more) of any of these booklets, please send written notification by July 1 to Kevin Hayes, Legislative Council, Room 138, State Capitol.

For your information, access to the MCA is available using your computer through the Novell backbone on ISD's Value Added Server. The server name is DOA_VAS_001, and the files are under the GUEST\MCA directory. Portions of the MCA may be downloaded and printed from your computer. The MCA database on the Novell backbone should be updated by September 1.

If you have any questions about the MCA, please call Kevin Hayes (444-3064) from the Legislative Council.

Spring Fever



is in the Air!

Computer Virus Infections on the Increase

While we are all starting to suffer from spring fever, our computers are vulnerable to viruses. At the beginning of 1995 there were over 5000 identified computer viruses and the list is growing. Viruses have become so common that it is rare to find a large organization which has not been affected at some stage, and the State is no exception. In fact, we usually get reports of virus infections every week. Around the first of the year, we started seeing a large jump in reported viruses possibly because of improved virus scanning software and increased virus activity.

In recent years, far more complicated strains have been developed, such as "polymorphic" viruses which hamper detection by making fundamental alterations to their own code each time they replicate. They often have malicious side-effects. Using scanners (virus detection software) that were fine last year just won't cut it today. Many of the viruses we see today slip right by the versions of MSAV or MWAV that ship with DOS and Windows. They even slip past earlier versions of the McAfee SCAN program. For this reason it is extremely important that only the latest versions of the software are used, and that it is used regularly.

ISD has recently changed its internal policy to run a virus scan daily. We felt this was important because of the increase in virus activity and the improvements in the software that allow it to run much faster. One of the best defenses against virus infection is to make sure your computer does not boot from the A: drive. Newer computer models usually have a setup option that prevents the computer from booting from the A: drive. This feature can be disabled in case there is a legitimate need such as a hard disk failure. It is estimated that 80% of viruses are transmitted through the boot process.

The State gets a lot of data from outside agencies and individuals on diskettes and these disks should be scanned before anything is used on them. This isn't always convenient and it is easy to forget so an additional product such as VSHIELD might be the best answer for people that use a lot of diskettes. VSHIELD is a TSR (Terminate and Stay Resident program) that can be configured to automatically scan all activity on diskettes. Even doing a DIR on a diskette will check for Boot-Sector viruses. It also will not allow you to reboot with a Ctrl-Alt-Del sequence if an infected diskette is in the machine as this could immediately infect the PC. It can not protect you from booting from an infected diskette after a power outage, a system reset or some system errors, so the best protection is still to disallow booting from a floppy. Unfortunately there are still some limitations to VSHIELD. It takes about 30K of conventional memory, requires modification to the AUTOEXEC.BAT and WIN.INI files, and, at least with the current release, can miss some viruses that the regular SCAN program can find. Despite these shortcomings, it is still a good option for people that work with a lot of diskettes.

Files downloaded from BBS's and

the Internet should also be scanned before use. It is best to scan these files with the McAfee SCAN program in DOS or the WSCAN program in Windows.

Remember, the cost of cleaning up a virus attack can be extremely high, both in terms of time and money so a little time invested up front in prevention and scanning can pay dividends tomorrow. After all, you don't want to spend extra time inside cleaning up after a virus when spring fever is in the air.



Internet... The Series Data Hauling on the Internet Highway

There is a *tremendous* amount of data available on the data highway; data which one would find intriguing as well as confusing. One could "surf" the Internet and literally find themselves on an "endless wave".

Due to the enormity of the existing resources, and because new networks and computers are being connected to the Internet every day, it is impossible to catalogue all the data resources available on the Internet. However, a small sampling of these data resources will illustrate the breadth of subjects available via the Internet's data services:

Agriculture

- Advanced Technology Information Network: Current market information, weather forecasts, events and news relating to farming and agriculture.

- Commodity Market Reports: contains the agricultural commodity market reports compiled by the Agricultural Market News Service of the United States Department of Agriculture (updated daily).

Business, Finance and Economics

- Business Statistics: contains industry statistics as well as business indicators, commodity prices, and construction and real estate data.
- Economic Indicators: presents raw data comprising economic indicators.
- Employment Statistics: civilian and government labor and unemployment statistics presented by state.
- Energy Statistics: statistics on energy consumption, requirements and reserves, including specific information on coal, crude oil, natural gas and other sources.
- Stock Market: closing quotes and commentaries.
- Stock Market Report: daily summary of stock market activity.

Education

- Chronicle of Higher Education: news articles and other information from Higher Education, as presented in its on-line service "Academe This Week."
- EDUPAGE: education-related news service.
- JANET Network: information on the United Kingdom's joint academic network.
- Newton: computer bulletin board system (BBS) for students and educators of science, math and computer science.

Geography

- CIA World Factbook: complete text containing detailed information about every country

and territory in the world, including geographic, climate, economic and political data.

- Global Land Information System: land use and geological survey maps.

Government

- 1990 US Census Information: full text.
- Daily Summary of White House Press Releases.
- EPA: provides information on the activities of the EPA.
- Federal Government Information: provides government data.
- Federal Information Exchange: provides a full range of database services to the government, private sector and the education community.
- FedWorld: government information BBS with gateway connections to other government BBS's.

Health & Medicine

- CancerNet: health and clinical information about cancer and cancer research.
- E.T.Net: National Library of medicine information service.
- Health Newsletters: newsletters on medicine, medical research, disease and therapy.
- National Institute of Health: provides announcements, research information, molecular biology database, and library resources.

Language

- Roget's Thesaurus: complete on-line reference.
- Webster's Dictionary: on-line dictionary and spelling reference.

Law

- Law Server: provides legal discussions and reference materials.

- Supreme Court Rulings: provided in electronic format within minutes of their release.

Libraries

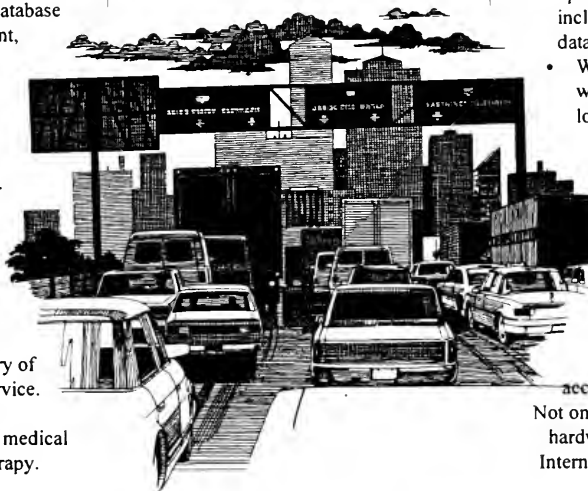
- CARL System: computerized network of library system databases.
- Eureka: contains information on over 20 million books, serials, sound recordings, musical scores, archival collections, and other material.
- Library of Congress: electronic access to millions of publications maintained by the Library of Congress.

Physics & Mathematics

- E-Math: electronic bulletin board of the American Mathematics Society.
- National Nuclear Data Center: on-line data service providing data on nuclear physics and statistical measurements.
- Physics Mailing List: reviews developments in theoretical and experimental physics.

Weather

- Hourly Auroral Activity Status Report: provides reports, watches and warnings.
- Solar and Geophysical Reports: updated every three hours, includes text, graphs and tabular data.
- Weather Reports: updated weather reports for any location on the planet.



Caution... heavy traffic on the data highway!

Literature

- Various Titles: includes complete texts of such works as Twain's "A Connecticut Yankee in King Arthur's Court," Carroll's "Alice in Wonderland," London's "The Call of the Wild," and Descartes' "Discourse on Reason."

While the selection of resources accessible via the Internet is impressive, it must be remembered that electronic access is not an end unto itself. Libraries, schools and government agencies will continue to play a crucial role in providing access to information resources.

Not only will these entities house the hardware necessary to access the Internet, but they also will provide the instruction and assistance necessary to navigate the available resources. In this respect, the information super-highway has not replaced our traditional depositories of information, it has merely expanded their collections.

So go ahead... take a trip on the data highway. But be forewarned, there are a lot of forks in the highway and not all of them lead to your expected destination!

ORACLE

Oracle Development Tools - Marketing Change

Oracle Corporation has recently *repackaged* their application development toolset (CDE 2). The new developer bundle, named Developer/2000, will contain Forms, Reports, Graphic and SQL Plus with a list price of \$3995. Oracle also repackaged the CASE tools in the CDE 2 line, under the new name of Designer/2000, and will also have a list price of \$3995.

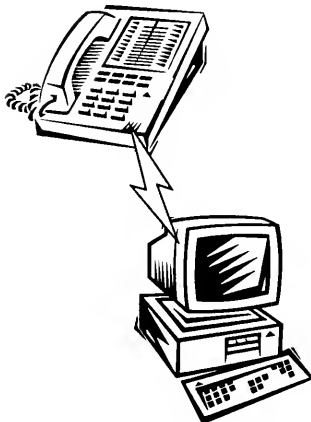
Each product can still be sold separately if you wish. However, the significance of this announcement is the removal of run-time fees for MS-Windows clients if the application is developed using the Developer/2000 bundle. This could mean substantial annual savings for an agency using Oracle tools on the Windows desktop. Client run-time fees for character based, Unix, Mac or DOS platforms will still continue.

The state Oracle contract provides for a 40% discount to be applied to the list price of products and caps the maintenance support fee at 15% of the net price and held to a maximum 10% annual escalation fee. Therefore, we can purchase new x/2000 bundles for \$2397 each with an annual support fee of \$360. The bundles can only be licensed as "Named" and no longer as "Concurrent". The software can still be placed on the Network and license monitoring is still the responsibility of each agency.

Those agencies that have purchased some or all of the bundled software products, for the MS-Windows platform, can upgrade to the x/2000

bundles by simply paying the annual support fee for the bundle instead of for each product. Two (2) Named licenses will be traded for each One (1) Concurrent license.

If you desire clarification on the Oracle x/2000 bundles, please contact Gary Poepping (444-2811) from Systems Development Support.



Unemployment Insurance Uses Interactive Voice Response (IVR)

A new method of filing biweekly unemployment insurance claims will soon be available to Kalispell area residents.

Unemployment Insurance Division spokesperson Don Gilbert announced a pilot project for Flathead County using Interactive Voice Response (IVR) to file for biweekly benefits over the telephone. In addition, the system will also allow the caller to inquire about check amounts, check mailing

dates and remaining balances.

"It's a new and positive change for our customers," Gilbert said, "and once people become familiar with it, they'll probably never want to go back to the old ways of mailing in claim cards." Gilbert went on to say that IVR will speed up payment by one or two days, eliminate lost or stolen claim cards and reduce postal service delays by 50 percent. The system will be available for public use 18 hours a day, seven days a week, and with a 1-800 number provided, the phone call will be free.

According to Gilbert, Kalispell is the second pilot project scheduled. Missoula was the first on line on April 17, 1995. The IVR service for filing unemployment insurance claims will be available to all Montana residents within the next year.

If you have any questions on IVR, please call Rita O'Neil (444-6846) from Voice Operations.



Meridian Mail Grows in Leaps and Bounds!

Meridian Mail began in May 1991 with 100 mailboxes. Since that time we have installed close to 2400 mailboxes. (Please see Chart 1 for

an overall picture of Meridian Mail growth.) We maxed out the capacity of the original installation by Fall 1993. Consequently, after a six month moratorium we upgraded Meridian Mail the first quarter of 1994. We now have 40 channels and 96 hours of storage time. Besides Helena, we have installed voice mail in Kalispell, Deer Lodge Prison, Warm Springs Hospital, and School for the Deaf & Blind. ISD also offers menu and announcement services in Helena. Menus allow the caller the option of selecting the exact path to obtain specific information without having to be transferred by a main answering station. For example, the Montana Department of Transportation, Motor Carrier Services (444-6130) has a service for truckers who have questions regarding permits, prorate, or motor fuels. We have 18 such menus in operation to date.

We have had few problems with voice mail since that time but would like to remind everyone to be very careful where they forward their phones and to make sure that the extension number they are using for the '0' isn't someone who also has voice mail. The State Government Operators have been having considerable problems in these areas. For those of you who have not heard

the results of what happens when call forwarding incorrectly, here is an example. (Joe at ext. 1234 has voice mail and he's a big talker--on the phone all the time with his job. Jim at ext. 9999 doesn't have voice mail and unknowingly transfers his phone to Joe. Meanwhile someone is trying to call Jim. The person who is calling is going to hear the Meridian Mail lady telling them that "ext. 9999 has been forwarded to a voice mail user, however ext. 9999 is not a voice mail user--transferring to an attendant" which is the State Operators. The State Operators then have the time consuming task of tracking down what department, division, and bureau this person works in so the person can leave a message for--in this case--"Jim").

Anyone is welcome to take a free refresher course in voice mail anytime they wish. Classes are scheduled once a week and we usually have a schedule set up six months running. When installing groups, such as entire bureaus, etc. we will make special arrangements for training to enable as many people as possible to be trained at once. For inquiries or service, call Clara Baer (444-2455) or Rita O'Neil (444-6846) from Voice Operations.



First SummitNet RFP Issued

ISD is moving forward with the implementation of SummitNet, the project to expand the Montana's multi-protocol telecommunications network statewide. An RFP has been issued for the transport services and the router support needed, and is expected to be awarded this fall.



ITAC Meeting - May 16, 1995

The Information Technology Advisory Council (ITAC) met May 16 for the first time since the end of the legislative session. A good portion of the meeting was spent hearing how ISD and the agencies information technology proposals fared. ISD Administrator Tony Herbert thanked ITAC for their support of the ISD proposals, all of

Meridian Mail Subscriber Growth
(April 1991 to Present)

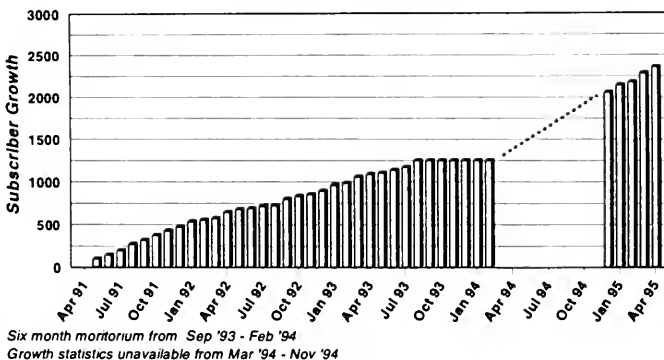


Chart 1

which were successful. As the agencies reported, it was clear that there were varying degrees of success.

Chair Lois Menzies of the Department of Administration led a discussion on the formation of a "SummitNet Executive Council" to provide "policy level direction for matters related to SummitNet." ITAC gave approval for a Council to be established by Executive Order of the Governor. The Council will consist of seven members: Director of the Department of Administration, Commissioner of Higher Education, Superintendent of Public Instruction, three representatives from ITAC, and one representative of local government.

Linda Belflower of ISD presented a status report on ISD's work with SummitNet, the ITMG (Information Technology Managers Group) Mid-Tier Computing Subcommittee and the Strategic Plan. Discussion followed on getting back to the task of following through on the recommendations set forth in the Plan. ISD and ITMG have made some progress, but need direction from ITAC. The original task forces will be reactivated. Concurrently, any new task forces needed will be created, and membership in the existing task forces may be adjusted.

ITAC discussed a proposal to make GIS policies and standards a priority. After discussion led by Mick Robinson of the Department of Revenue, Richard Miller of the State Library and Allen Cox of the Natural Resource Information System, the group decided to proceed in this area.

Complete minutes of the ITAC meeting are available through the State BBS (Agency/Administration/Information Services/Files/Advisory Groups) or by contacting Laurie Mostad (444-2700) from ISD.



ITMG Meeting, May 3, 1995

The Mid-Tier Technologies Subcommittee presented a draft report of recommendations for the consideration of the group. A vote to adopt the recommendations will be taken at the June meeting. To summarize, the recommendations include: adoption of dual standards for mid-tier operating systems--UNIX and Windows NT; the UNIX operations system must meet certain specific standards of "openness"; minimum standards related to security must be supported; both token ring and ethernet connectivity must be supported; TCP/IP must be supported; must run ORACLE database applications; interface with the current state e-mail standard; must be scalable to promote future growth and more. A full report of the subcommittee can be obtained from Dan Sidor (444-2029) at ISD.

The SummitNet project was discussed by Linda Belflower and Carl Hotvedt. A dynamic implementation plan is being developed by ISD. The Telecommunications Operations Bureau is working to define office configurations, physical setup and applications to begin a modeling process. The results of the modeling should help answer the traffic handling questions that are of concern to the agencies.

As of July 1, ISD will no longer be providing network interface or printer cards. An RFP for purchasing cards is being issued. For a list of cards on the RFP, please contact Brett Boutin (444-0515) of ISD. Still at issue is a process for

collecting correct device counts for invoicing data network charges.

It was announced that the PC Maintenance Term Contract will expire on November 15 and will be renewed. Other announcements were made in the areas of transparent LAN services, mail automation, NetWare Managers Group, the Digital PC term contract and TCP/IP training for agencies.

The complete minutes of the meeting are available on the State BBS (Agency/Administration/Information Services/Files/Advisory Groups) or by contacting Laurie Mostad (444-2700) at ISD.



Do You Know What CBT Stands for?

Strapped for cash? There isn't enough money in the budget for training? ISD comes to the rescue! ISD owns Computer Based Training (CBT), self study materials, videos, tutorials, and books which can be beneficial to you in your training needs. Each month, *ISD News & Views* will feature several of these training materials.

Employees of any State agency can check out the training materials from the Helena College of Technology

Library by contacting Lois Baker (444-2743 or via ZIP!Mail). (During July or August, please contact Robyn Nelson (444-6821) to check out these materials.) *Next to each item is listed a STM number. Please specify this number when checking out items from the Library.*

Please check with your Training Coordinator and/or Network Administrator to ensure that you are following your agencies training and network guidelines before using these training materials. Questions on server access, Windows setup, or software installation should first be directed to your Network Administrator. For additional questions, call Irvin Vavruska (444-6870) from ISD.

Listed below is a partial list of ISD's training materials:

Oracle/Relational Database

Correction: In last month's *ISD News & Views*, courses STM 34-STM 44 were inadvertently listed as being Windows-based CBT. Only the following classes are Windows-based:

- STM 40: Oracle Version 7 Tuning
- STM 41: SQL*Net and the Multi-Threaded Server
- STM 42: Oracle Version 7 Administration
- STM 44: Advanced Oracle Version 7 Administration

The following courses are DOS-based classes:

- STM 34: Introduction to Relational Databases and SQL
- STM 35: Understanding Relational Databases
- STM 36: Application Programming with Pro*C
- STM 37: Using SQL*Plus
- STM 38: Logical Database Design
- STM 39: Advanced SQL*Plus
- STM 43: Student Assessment Module

ADS/Online and IDMS-DC/UCF Mapping Facility

The student text (STM 51) and video (STM 52) should be used together for this ADS/Online and IDMS-DC/UCF Mapping Facility training.

STM 51: Student Text

STM 52: Video

Application Development with

ADS/Online Lesson 2, 4, 7

Lesson 2: ADS/Online

Applications, Lesson 4:

Application Structure,

Lesson 7: The Process Command

Language

Prototyping ADS Online Lesson 2, 5

Lesson 2: Application Structure

and Components, Lesson 5:

Application Generation

IDMS-DC/UCF Mapping Facility

Lesson 4

Lesson 4: An Online Mapping

Session

Culprit and EDP-Auditor Education and Reference Series

The student text (STM 53) contains units 1 through 8 which correspond with the videos 1 through 8 (STM 54 through STM 61) and should be used together for this Culprit training.

STM 53: Student Text Units 1-8

STM 54: Video Culprit Video 1:

Introduction to the System

STM 55: Video Culprit Video 2:

Defining Files and Fields

STM 56: Video Culprit Video 3:

The Out, Sort, and Title Parameters

STM 57: Video Culprit Video 4:

Edit Lines: Headers, Details and

Totals

STM 58: Video Culprit Video 5:

Defining Work Fields and

Computational Operations

STM 59: Video Culprit Video 6:

Testing Operations

STM 60: Video Culprit Video 7:

The Move, Perform and Call

Operations

STM 61: Video Culprit Video 8:

File Matching and Using Stored Parameters

Culprit/EDP-Auditor Retrieving from IDMS Databases

The student text (STM 62) contains units 1 through 3 which correspond with the videos 1 through 3 (STM 63 through STM 65) and should be used together for this Culprit training.

STM 62: Student Text Units 1-3

STM 63: Video Culprit Video 1:

IDMS Database Concepts

STM 64: Video Culprit Video 2:

Database and Field Definitions;

Introduction to PATH Definitions

STM 65: Video Culprit Video 3:

PATH Definitions; KEY Parameters;

Global Selection in Database Runs



Using Typesetting-Quality Dashes in Wordperfect

For most documents, using one of the two common abbreviations for a dash, either a single hyphen with a space on either side - this one for example - or the two hyphens right next to each other--such as this example--are fine. However, if you need to produce a document with a typeset appearance, you will probably want to use WordPerfect's dashing capability.

Hyphens, En dashes and Em dashes

There are three distinct types of dashes: the hyphen, the en dash, and the em dash. Each is used for a different purpose in English writing.

The hyphen is used when the two words form a single adjective. For example:

A well-trained dog is a good companion.

The hyphen is typed by using the hyphen key on your keyboard.

The en dash is about the width of the typesetting letter N. It is used when you need to represent the word "to" between numbers or words. For example:

During the years of 1972–78, he was in the military service.

Pages 52–58 contain the information you are looking for.

To create an en dash in WordPerfect you need to use the compose feature. When you get to the point in your document where you need the en dash, press Compose (Ctrl-V in WP 5.1 or Ctrl-W in 6.0 or later), and then type n and a hyphen. Press <enter> to insert the en dash.

The em dash is used to indicate an unexpected turn of thought, or a faltering, or pause in speech. For example:

All that money—her entire life savings—went down with the ship.

I—I didn't know about that!

It is about the same width as the typesetting letter M. It is produced in a similar fashion as the en dash: press Compose (Ctrl-V in WP 5.1 or Ctrl-W in 6.0 or later), and then type m and a hyphen. Press <enter> to insert the em dash.

In summary, properly placed hyphens, en dashes, and em dashes can give a document a professionally typeset look. Plus, they are fairly easy to insert into a WordPerfect document. One word of caution, however; don't overuse dashes in your documents—especially em dashes—as it can make your document choppy and hard to read.

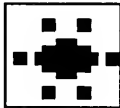
If you have any questions about composing dashes in WordPerfect, or any other WordPerfect question, call Forrest Christian (444-2921) or Sue Skuletich (444-1392), both from End User Systems Support.



ZIP!Office Calendaring

When scheduling a meeting for 10 or more people, do you find yourself opening up each person's calendar, checking what times they may be available only to have to reopen the calendars again because the last person had a conflict during the time you wanted to schedule the meeting? This is most frustrating! With automation at its best, why not let ZIP!Office do the work for you?

A built in feature of ZIP!Office's calendaring package is the ability to perform a time search of the other ZIP!Office users you want to attend your meeting. To begin, click on the "Schedule a Meeting" icon.



Fill in the date and time you want the meeting to take place. (The "Search" will start at the specified time.) Fill in the "Location",

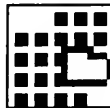
"Subject" and "Purpose" of the meeting. Click on the "Names..." button to bring up the ZIP!Office Address Book.

Select the attendees by highlighting their name in the Address Book and clicking the Add button. This places their name in the "Selected Recipients" window on the right. (NOTE: If your agency uses Resource calendars (ie., conference rooms, Overhead Projectors, etc.) click on the radio button next to Resource Calendar and choose a resource.) When all attendees are selected, click on OK.

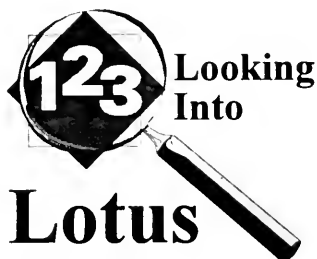
At the "Schedule a Meeting" screen, select the "Find Time..." option. A "Find Meeting Time" window appears allowing you to direct ZIP!Office in the search capability. Fill in the duration of the meeting and when the meeting can take place. (With flex time available in some agencies, you may want to search during 9:00 a.m. and 4:00 p.m.) You also have the option to exclude lunch. (Again - with flex time, you could exclude the search between 11:00 a.m. and 1:00 p.m.) When all options are set, click on Search.

ZIP!Office will find the first "Proposed meeting time" available in which all attendees are free. You can Accept that time, or Continue the search for the next available time slot. Once you've selected the time and date you want, the "Schedule a Meeting" screen automatically updates with that information.

To send the meeting notice, click on OK. Your meeting message is now sent to all attendees. Once they receive the message, they can "post" the meeting to their calendar by clicking on the "Add meeting to calendar" icon located on the upper right hand side of the screen.



If you have any questions on "Find Time" searches in ZIP!Office, or any other e-mail question, please call Sue Skuletich (444-1392) of End User Systems Support.



Editing Freelance Backgrounds and Layering

How many times have you wanted to rearrange the objects on the background of your Freelance for

font changes galore. You can just move your background to suit your needs.

The original SmartMaster contains six background objects--three spheres and three contour lines. In the modified version, the spheres have been moved, and variegated, conical, and spherical shading have been added to them. The colors have also been changed. The three contour lines were staggered and a variegated shading was added.

To edit your backgrounds, choose Edit, Edit Page Layouts. This will allow you to access your SmartMaster. Then choose Page, Unlink Page Layout. At this point you will see a message which says that by unlinking you will be changing the background. Then choose Arrange, Ungroup. You will see each of the objects on the page defined by their object nodes. All of the objects are selected. Using the mouse, click anywhere on the screen except on an object, so that no object

these nodes up, down, left, or right you can resize the sphere. You can also place the sphere anywhere you wish on the background. If you have several objects which you would like to act as one object, then you can select those objects using the shift key and then choose Arrange, Group. The multiple objects will then be combined into one object.

When you have finished editing your SmartMaster, click on the return button on the left hand side of your screen and you will return to non-edit mode. If you wish, you can save your new background as a .MAS file so that you can use it as a background in another presentation.

Freelance uses the common practice of layering objects. Don't think of your presentation as only having two dimensions. Think of it containing three dimensions. The background master is composed of a first layer. The objects which appear on it are the next layer. The entire collection of objects is grouped together so that

Click here to type page title

Click here to type bulleted text

Click here to type bulleted text



Original SmartMaster

Modified SmartMaster

Windows presentation? You choose your background, your text, or your chart layout and then you find that your text is overwritten on top of one of the objects in your background master. Well, there is no need to despair or go through the intricate process of text redistribution and

will be selected. Click on an object to select it; to select multiple objects hold the shift key down while selecting them with the mouse.

A selected object will display its sizing nodes. For example, a sphere will have eight nodes. By moving

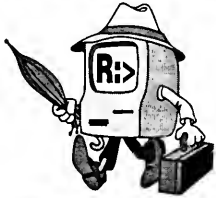
they function as one object. Your text becomes the final layer.

If you examine the modified SmartMaster you will notice that the contour lines overlay the sphere in the lower right corner. The sphere and the contour lines are on different

layers. If you wish to move an object to a different layer, choose Arrange, Priority. This will allow you to move a selected object forward or backward on your SmartMaster. If you find that your text is being overlaid by an object, then choose that object and move it back one or move your text forward.

If you have any questions about Freelance or any other Lotus application, call Brian Divine (444-2791) from End User Systems Support.

Working With



R:BASE

A First Look: R:BASE for Windows

R:BASE 5.0 now has the appearance and operation of many other recommended software tools. The initial screen display fits the common format of MENU BAR, TOOL BAR, WORK SPACE and STATUS BAR. If you already know how to wind your way through a WINDOWS based product you will feel right at home.

After a rather simple and successful two step conversion on a test database from version 3.1 there were no errors to resolve. Once R:BASE was opened, an Object Manager (OM) window with buttons, tabs and

text box appears. The OM is the interlocutor in any action requested with tables, labels, views, applications, forms, reports and databases. The regular routine: point, click and type in the box, is used to accomplish tasks.

One new feature that is especially helpful is the Command Syntax Help. Click on the command and a brief description of the command along with a syntax map is displayed. Click on any term within the syntax map and the term is defined.

A welcome change to the report area of the application is the ease in section manipulation. No more flipping through your documentation or giving yourself a headache trying to recall just how to alter section types. Just do the typical drag and drop on the dotted line which separates the sections and the area is expanded. Placing fields is as easy as three clicks of a mouse. Fonts and colors are a breeze to add and edit. Dress up reports and forms with lines and boxes by pointing and clicking. This, along with drag and drop capabilities, make the tedious task of pen up and pen down appear quite archaic.

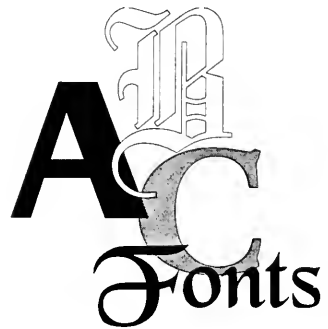
R:BASE 5.0 does take about 10% of your Windows resources and very close to 8MB of memory when loaded but does not grow significantly when an application is opened.

All is not roses however. Several times while working in the Query Builder, "Abnormal Program Termination" was inexplicably received and Program Manager appeared. Resource contention is suspect for this abrupt expulsion.

There were annoying little details such as receipt of an error "ILLEGAL COLUMN SPECIFICATION" if a save is attempted after naming and describing a new table. There is no

tabbing between fields on this screen either. It is also inconvenient to click the scroll down arrow on the column creation screen before *first character search selection* for *datatype* can be done.

This is not a final analysis of R:BASE 5.0 for Windows--only an initial peek. An evaluation is underway assessing tool power and user compatibility of R:BASE 5.0 and other database packages. Look for the recommended supported database product announcement in an upcoming article. If you have any questions about R:BASE, please call Candace Rutledge (444-2858) from End User Systems Support.

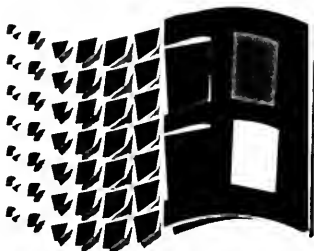


Drag-and-Drop Font Installation

It's not well known, but you can install TrueType fonts in Windows 3.1 using drag-and-drop. Launch the Fonts module of the Control Panel and position the Fonts dialog box on one side of your desktop. Next, launch the Windows File Manager and position its window so you can still see the Fonts dialog box. Use File Manager to navigate to the directory on your system that contains the TrueType fonts you wish to install. Select your font, or Control-click on two or more fonts, and then drag-and-drop it anywhere

on the Fonts dialog box to install it. This can be a convenient way to quickly install your fonts. Unfortunately, the .TTF file is always copied to your Windows/System directory using this procedure, but it's useful for fonts on CDs or floppy disks.

For more information, or if you have any questions, call Jerry Kozak (444-2907) from End User Systems Support.



WINDOWS FREEBIES!

Savelt - Another Windows Freebie

This month's Windows free utility, courtesy of *PC Magazine*, is Savelt. Following is an edited version of the Savelt doc file.

Savelt (VERSION 1.0) Copyright
© 1995, Ziff Davis Publishing
Company
First Published in *PC Magazine* May
30, 1995 (Utilities)

Savelt restores your Windows desktop to the state it was in when you shut Windows down. Programs that were running when you exited Windows are reopened. If the program used command line options or loaded files using the command

line, the options and files are also restored.

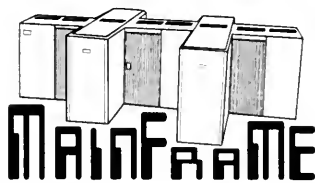
To install Savelt, copy the Savelt executable file, SAVEIT.EXE, to a directory on your hard disk, then run it by selecting the File, Run menu item in the Program Manager. Click on the Install button, then minimize Savelt. Savelt must be running for it to work.

If Savelt was running when you exited Windows, then when you restart Windows, Savelt automatically starts and launches all the programs that were previously running. Clicking on the Exit button will shut down Savelt and disable it. After installation, the Install button changes to an Uninstall button, which you can use to remove Savelt from your system.

FILES:

SAVEIT.DOC documentation file
SAVEIT.EXE executable program

If you would like a copy of Savelt, contact Denny Knapp (444-2072 or via ZIP!Mail) of End User Systems Support.



Maintenance on the MVS Operating System

The MVS Operating System staff has been working on several new products and product upgrades to bring our operating system up to the current maintenance levels. This upgrade is currently running on our

test system, and will be moved into production sometime in June. You will be notified via a TSO broadcast message when the upgrade date has been scheduled. Following is a brief description of new products and functions that may affect you.

The MVS/ESA and JES2 components will be upgraded from 4.2.2 to 4.3.0. MVS/ESA 4.3 provides support for additional hardware, enhanced system diagnostics and enhanced job control language (JCL). JES2 4.3 improves operation/control of output devices, problem determination and diagnosis, and application development. Please refer to the JCL Reference guide and the JCL Users' guide for details.

- JCL message for symbolic parameters: For a JCL statement with symbolic parameters, the system now issues message IEFC6531 only once. The message contains the text of the entire statement with all symbolic parameters replaced by their values. Previously, the system sometimes issued multiple IEFC6531 messages for a single JCL statement.
- Changed maximum length for symbolic parameters: The maximum length allowed for the value of a symbolic parameter has increased from 120 to 255 characters.
- Improved readability of output listings: Before this release, the system changed the JECL statements (/*) to comment statements (/*) in the job listing, making it difficult for the programmer to determine which statements were submitted as valid JECL statements and which were submitted as comments. Beginning with release 4.3, the system no longer adds a slash to JES2 JECL statements in the output listing. The job submitter can, therefore, determine which

JCL records were submitted as comments, and which were submitted as JES2 JECL statements.

- Additional validation of JCL statements: JES2 will now detect errors on JOB, DD *, or DD DATA statements, and will terminate the job prior to execution. You will now see \$HASP (JES2) messages instead of MVS messages when this occurs.
- Redirecting job notification messages: Before this release, users could specify the userid to which job notification messages were sent. Users can specify a node and userid (NOTIFY=node.userid) to specify the userid and optionally, the node to which job notification messages are sent.

GDDM/MVS will be upgraded from 2.2.0 to 3.1.1. Changes have been made to GDDM's screen redrawing functions to improve application response time, many printing and plotting enhancements have been incorporated into GDDM 3.1.1, and support for additional devices has been added. The General Information guide (GC33-0866) provides detailed information regarding new features in GDDM 3.1.1.

SDSF (System Display and Search Facility) has been upgraded from 1.1.0 to 1.4.0. See the accompanying article for details regarding the new functions provided with this upgrade.

PSF/MVS will be upgraded from 2.1.0 to 2.2.0. With this upgrade, IBM has repackaged many of the default fonts, which will increase the library of fonts we have available. Also, two new components have been added: AFP API and ACIF. The AFP API allows COBOL and PL/I application programmers to develop new AFP applications,

revise existing applications so they can be migrated to AFP, and insert indexing codes into a document for online viewing. ACIF is a batch application development utility enabling creation of documents that can be printed, viewed, distributed, archived, and retrieved with fidelity across systems and platforms.

Maintenance has been applied to all other system components, resolving all known problems and providing improved performance. Our goal is to provide reliability. If you experience any problems with the MVS operating system, please contact Technical Services immediately (444-2898).



New... extra features!!!

SDSF Release 1.4.0

Currently we are testing a new release of SDSF (System Display and Search Facility) on the mainframe. You will be notified via TSO broadcast messages when this new release goes into production. For those of you who may not be familiar with the name, SDSF is function "S" within SPF, which in turn is the function most commonly used by people who sign on to TSO. It is used to check on the status of jobs waiting to run or which are running, and to display the output

from jobs that have already run.

The new release will continue to do everything the old release did, and should not disrupt existing procedures. However, it has several new "features", some of which are very useful. Briefly, they are as follows:

Select EDIT and Select BROWSE

When displaying a job, in addition to the "S" select command you're already familiar with, you can now use "SB" and "SE". These stand for "Select Browse" and "Select Edit", and invoke the SPF Browse and Edit functions respectively. All three functions essentially do the same thing with a few slight differences. For example, if "S" is used, the command FIND p'>' to search for upper case characters does not work correctly. But, if you use "SB" or "SE" that same command works exactly as it does in SPF. Likewise, the differences between "SB" and "SE" are the same as they are in the corresponding SPF functions. For example, the CHANGE command is valid in "SE" but not in "SB".

One note of caution. Because you can modify, delete and insert lines in your output via "SE", you'll naturally assume that you can also SAVE it. **This is not the case;** SAVE has been purposely locked out, and any changes you've made are lost. However, you can use the CREATE or REPLACE commands to make a copy of your modified version before you end. Keep in mind however, that the DCB attributes of the target dataset must match those of the output. Using "SE" with CREATE or REPLACE doesn't accomplish anything that can't already be done with the old PRT ODSN command followed by an SPF edit to modify the data.

SORT Command

SORT is a new command that will allow the user to sort information on

various SDSF panels in either ascending or descending order. For example, you can sort the jobs displayed on the "I" Input panel in Jobname order, Jobnumber order, Programmer Name field, etc. Any column heading can be used as a sort argument, and does not need to be spelled out; the shortest unique abbreviation will do. For example, on the Display Active screen, the column heading CPU TIME appears. The command **SORT CPU D** will sort the display in descending order, with the job whose CPU time is the highest at the top. Likewise, **SORT PRO A** on the extended portion of the Output screen will sort all jobs into ascending order by the PROGRAMMER-NAME heading.

WHO Command

This new command may be entered on the command line of any SDSF panel. It will return a one line display immediately below the command line, which will be cleared at the next command. The information returned consists of the Userid, .Proc, Terminal ID, Groupindex, and Groupname. The last two items are internal SDSF control fields, which generally won't be of interest to most users.

Changes to the PRINT Command

In addition to the PRINT command, the following "Action Characters" can be typed to the left of an output job to get the same results more quickly:

- X** Print. If a print file is not already open, open and print to a default SYSOUT data set.
- XS** Display the panel for specifying attributes of the SYSOUT, then print to the SYSOUT.
- XD** Display the panel for specifying attributes of a data set, then print to the data set.
- XC, XSC, XDC** Close the SYSOUT or data

set after printing to it. Closing the SYSOUT releases it for printing.

Changes to Held Output Processing

Held output is actually made up of more individual datasets than can be accounted for from SYSOUT statements in the JCL. What most people refer to as the "JCL" is actually made up of the Message Class output (the section at the very top which contains mount messages, Operator replies, etc), the actual JCL itself, and System messages (Termination boxes, final dataset disposition, etc). SDSF currently will show these as three individual datasets if the "?" Action Character is used instead of "S". The ddnames generated by the system will be JESMSGLG, JESJCL, and JESYSMSG, respectively. In the new release of SDSF each of these as well as all datasets from the User's SYSOUT statements can be operated on individually. That means that one part might be purged, another changed to a new output class for printing, and yet another might be viewed via the "S" Action Character, and then left to remain as Held Output.

Tutorial

A tutorial function has been added to SDSF 1.4.0. You can use it from anywhere within SDSF by typing TUTOR on the command line. Pressing PF3 will immediately return you to the original screen - regardless of how many levels deep in Tutorial you happen to be at the time. It does not show on the "short" Primary Option Menu you normally see upon entering SDSF. However, it will show on the "long" Primary Option Menu - the one you see after exiting any particular function, but before leaving SDSF itself.

If you have any questions about SDSF, please contact Buzzy Buswell (444-2881) from Technical Support.



Term Contract Status

Value Added Server

As many of you are aware, all of the current term contract prices are available on ISD's Value Added Server. The server name is DOA_VAS_001, and the files are under the GUEST.CONTRACT.TRM directory. The files are named by date and vendor. For example, 950515DC.WK1 is the DEC price list as of May 15, 1995. The .FMT files are also available. These files contain all the formatting, such as lines and shading, that coincide with the .WK1 file. The .FMT files are not readable by themselves, but when copied to the same subdirectory as the .WK1 file will make the price list much more readable.

Computerland of Helena

Please call Mike Price (443-3200) with any questions regarding the following products.

IBM PC 300 Series

IBM expands the PC 300 Pentium product line with the addition of a new set of high-performance Pentium systems.

Features:

- 540MB; 840MB hard drives
- SVGA local bus video
- PCI/ISA bus technology
- Up to four IDE DASD devices
- DOS/WIN pre-installed
- Plug and Play capability
- Energy Star compliant
- Diskette drive standard
- 8MB or 16MB RAM standard
- 1MB video ram standard (DRAM)
- 256KB L2 cache
- Keyboard, mouse
- Fully upgradeable

IBM PC 700 - P120

IBM also introduces a PC 700 series box with Intel's fastest processor, the Pentium 120MHz. The PC 700 Series is positioned as high-end models designed for computing environments that require high levels of processor performance, high resolution graphics and large storage capacities.

Features:

- Pentium 120MHz
- SelectaSystem (DOS, WIN or OS/2 Warp)
- 1GB hard drive
- SelectaBus: PCI/ISA or PCI/MCA SVGA PCI local bus video
- Up to four PCI local bus IDE devices
- 16MB RAM standard
- Easy Tools
- 3 year warranty
- 3.5 floppy
- 1MB video RAM (DRAM)
- 256KB cache
- Keyboard, mouse
- Fully upgradeable

IBM THINKPAD 755CX

This ThinkPad is positioned as the highest full function notebook computer in IBM's family of mobile portable systems. When combined with one of the four IBM docking solutions, it can easily become your primary computer, effectively replacing the desktop unit.

Features:

- Intel Pentium 75MHz
- 8MB to 40MB RAM using DIMM modules and the Memory Module Adaptor.
- 540MB or 810MB hard drive
- Lithium Ion battery
- Local bus video
- 14.4 data/fax modem
- Built-in microphone and speaker
- TrackPoint III
- 10.4" SVGA Active Matrix TFT display
- Infrared and Digital Signal Processor
- 240-pin docking connector
- Type III PCMCIA slot
- DOS/Win preloaded
- Suite of applications preloaded

IBM THINKPAD 755CV

The main strengths of this new ThinkPad are: 10.4" removable back panel TFT display that is designed for overhead projection; fast Intel 486 DX4 100 processor with a 540MB hard drive; Mwave DSP for telephone, data/fax and audio functions; integrated infrared provides wireless file transfer, file synchronization, clipboard transfer, and printing.

Features:

- Intel DX4 100
- 16MB Internal cache
- PCMCIA Type III slot
- 540MB removable hard drive
- NiMH battery (Lithium Ion optional)
- Integrated Infra-red transceiver
- 3.5" floppy drive
- Remote wireless infrared mouse

Computerland of Missoula**New Government Sales Rep**

James Lang will be taking over the sales representative duties previously handled by Mindy Palmer. Agencies can expect the same high level of service they've come to expect from this organization. He can be reached directly at (406) 329-7625, or by FAX at (406) 329-7650. Please contact Jim with any questions or

problems concerning Term Contract 336V in general or with an individual order.

Look for the new prices on the Value Added Server (see above), or contact Sharon Cummings (444-0846 or via ZIP!Mail) for a copy of the spreadsheet.

"As many of you are aware, all of the current term contract prices are available on ISD's Value Added Server. The server name is DOA_VAS_001, and the files are under the GUEST\CONTRACT.TRM directory."

Digital/Wyle

Digital now has available new Venturis models and a new HiNote notebook. Call John Morris (449-6057) with any questions regarding Digital products.

DIGITAL Venturis 575, 590, and 5100**Features:**

- Pentium processors.
- PCI local bus graphics
- Memory system expandable to 128MB; 256KB write-back secondary cache
- 64-bit accelerated graphics
- PCI/Enhanced IDE allows attachment to 4 devices.
- Plug & Play ready
- 3 year limited warranty
- 420MB, 845MB, or 1.2GB hard drives
- DMI technology for providing system configuration information

DIGITAL HiNote CT475**Features:**

- 510MB hard drive
- Average 21% smaller and 2% lighter than competitive notebooks in its class
- Less than 5 lbs.
- 3 year warranty



Befuddled PC Users Flood Help Lines, and No Question Seems to Be Too Basic

(The following excerpt is reprinted from the *Wall Street Journal*.)

The questions are often so basic that they could have been answered by opening the manual that comes with every machine. One woman called Dell's toll-free line to ask how to install batteries in her laptop. When told that the directions were on the first page of the manual, says Steve Smith, Dell director of technical support, the woman replied angrily, "I just paid \$2,000 for this damn thing, and I'm not going to read a book."



Suggestions

We are constantly searching for new ideas that could enhance *ISD News & Views*. Perhaps there are subjects you would like to see covered in future articles, or maybe you just wish to share comments on *ISD News & Views*. We would like to hear from you.

Our goal is to present a vehicle, which provides information of common interest, to all agencies within state government. Please share with us any ideas you have that will enable us to keep pace in an ever changing environment. To share your ideas, please contact the editors of *ISD News & Views*.

Deadline/Editor's Note

If you would like to submit an article to *ISD News & Views* for publication, please send it to Curt Secker or Irv Vavruska, preferably via ZIP!Mail. Please have your article in by the date listed below for inclusion in the corresponding month:

July Issue	06-20-95
August Issue	07-20-95
September Issue	08-21-95

Published by:

ISD News & Views is published monthly by the Information Services Division, Department of Administration, Room 222, Mitchell Building, Helena, MT 59620, 406/444-2700, FAX 406/444-2701.

This newsletter is dedicated to educating and informing the reader with pertinent ISD news. Materials may be reproduced without permission. Alternative accessible formats of this document will be provided upon request.

ISD Customer Support Center 444-2000

Got a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (formerly the Network Assistance Center), which is our central point of contact.

Distribution Notes

950 copies of this public document were printed at a cost of \$360. Distribution costs are \$18.25. 120 copies of this document were distributed electronically at no cost.

Editors: Curt Secker and Irv Vavruska

ISD
Information Services Division

Training Calendar

This schedule has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6800.

All classes will be held at the Helena College of Technology, Room 210, at 1115 N. Roberts, unless another

location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, you must send or deadhead an enrollment application to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

	<u>DATES</u>	<u>COST</u>	<u>LENGTH</u>
Data Network/Mainframe Classes			
JCL	June 1 & 2	170.00	2
Prereq. Must complete CBT			
Novell Admin & Adv. Admin	June 19, 20, 21, 22, & 23	1000.00	5
Introduction to Oracle	June 27, 28 & 29	255.00	3
Prereq. Introduction to Windows			
Windows on NetWare	July 24 & 25	TBA	2
Introduction to Novell	July 17 & 18	170.00	2
Prereq. Int. DOS			
TCP/IP	Aug 2	TBA	1/2
Microcomputer Classes			
Intermediate Windows	June 1	85.00	1
Prereq. Introduction to Windows			
Freelance for Windows	June 8	85.00	1
Prereq. Windows			
Introduction to Windows	June 20	85.00	1
Prereq. Beg. Micro Skills			
Introduction to Windows	July 10	85.00	1
Prereq. Beg. Micro Skills			
Intermediate Windows	July 11	85.00	1
Prereq. Intro to Windows			
PC Maintenance	August 17 & 18	170.00	2
Prereq. Working knowledge of DOS			
Word Processing Classes			
WordPerfect 6.0a for Windows	June 13 & 14	170.00	2
Prereq. Windows & WordPerfect			
WordPerfect 6.1 Conversion	June 15	85.00	1
Prereq. Windows & WordPerfect			
WordPerfect 6.1 for Windows	July 12 & 13	170.00	2
Prereq. Intro to Windows			
Spreadsheet Classes			
Lotus for Windows	June 6 & 7	170.00	2
Prereq. Windows & Lotus			
Introduction to Lotus (DOS)	July 19 & 20	170.00	2
Prereq. Beg. Micro Skills			
Lotus for Windows	July 19 & 20	170.00	2
Prereq. Windows & Lotus			

Prerequisites may be met with consent of Instructor.

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6800.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION **IN FULL** AND RETURN
IT **AT LEAST ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency **& Division**: _____ / _____

Mailing Address: _____

Phone: _____ Agency #: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION MANDATORY

Responsibility Center: _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.**

**DEADHEAD COMPLETED FORM TO:
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